STANDARD OPERATING PROCEDURE

Bodily Fluid Spill Cleanup SOP

Document no.	SOP-CLN-010
Revision	1.0
Owner	Safety Coordinator
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To protect crews and building occupants from exposure to bloodborne pathogens by containing, disinfecting and disposing of bodily fluid spills correctly.

2. Scope

Applies to contract cleaning crews responding to bodily fluid spills such as blood, vomit or urine in commercial buildings. Routine restroom and floor cleaning are covered by separate SOPs.

Definitions

Bloodborne pathogen	A disease-causing organism that can be carried in blood or certain other body fluids.
Spill kit	A ready-made kit with PPE, absorbent material, disinfectant and biohazard bags for cleaning a bodily fluid spill.
Biohazard waste	Waste contaminated with bodily fluids that must be bagged and disposed of separately from regular trash per local regulations.

3. Responsibilities

Cleaning Technician	Contains and cleans the spill using the spill kit and reports the incident once complete.
Site Supervisor	Confirms the area is closed off, checks the cleanup is complete, and arranges biohazard waste pickup.
Safety Coordinator	Trains crews on bloodborne pathogen exposure control and reviews incident reports.

RACI matrix

Activity	Cleaning Technician	Site Supervisor	Safety Coordinator
Close off the spill area	R	A	I
Clean and disinfect the spill	R	A	I
Dispose of biohazard waste	R	A	C
Review exposure incident reports	I	C	R/A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Bodily fluid spill kit
- Absorbent powder or granules
- Approved disinfectant labeled for bloodborne pathogens
- Biohazard bags and ties
- Wet floor or caution signage
- Incident report form

Personal protective equipment

- Disposable nitrile gloves, double-gloved
- Eye and face protection
- Fluid-resistant gown or apron
- Shoe covers

5. Procedure

Step	Task	Owner	Done
5.1	**Secure the area** Place caution signage and, where possible, physical barriers around the spill to keep people away, and stop foot traffic through the area immediately. **Checkpoint:** No one crosses the spill area before it is fully secured with signage or barriers.	Cleaning Technician	☐
5.2	**Get the spill kit and put on PPE** Retrieve the bodily fluid spill kit and put on double gloves, eye and face protection, and a fluid-resistant gown before approaching the spill. **Warning:** Never touch a bodily fluid spill without full PPE, even for a small amount.	Cleaning Technician	☐
5.3	**Assess the spill** Check the size of the spill and whether any sharps, such as broken glass or needles, are present before starting cleanup. **Warning:** If sharps are present, use the tongs or scoop from the spill kit; never pick them up by hand.	Cleaning Technician	☐
5.4	**Contain and absorb the spill** Cover the spill with absorbent powder or granules from the kit and let it solidify per the product's instructions before removal.	Cleaning Technician	☐
5.5	**Remove solidified material** Scoop the solidified material into a biohazard bag using the scraper provided in the kit, without touching it directly.	Cleaning Technician	☐
5.6	**Disinfect the area** Apply the approved disinfectant to the entire affected area and surrounding surfaces, holding the dwell time stated on the product label. **Checkpoint:** The disinfected area stays visibly wet for the full dwell time on the product label.	Cleaning Technician	☐
5.7	**Wipe and rinse the surface** Wipe the disinfected area clean with disposable cloths, then rinse with water if the surface or flooring requires it.	Cleaning Technician	☐

Step	Task	Owner	Done
5.8	**Bag contaminated materials** Place all used cloths, absorbent material and disposable PPE into the biohazard bag and seal it securely.	Cleaning Technician	☐
5.9	**Remove PPE safely** Remove gloves, gown and eye protection in the order set out in the spill kit instructions to avoid touching contaminated surfaces, then wash hands thoroughly. **Warning:** Wash your hands with soap and water immediately after removing PPE, even if gloves showed no visible contamination.	Cleaning Technician	☐
5.10	**Dispose of biohazard waste correctly** Place the sealed biohazard bag in the designated biohazard waste container or arrange pickup, following the site's disposal procedure and any local regulations.	Site Supervisor	☐
5.11	**Complete the incident report** Fill out the incident report with the date, time, location, type of spill and who responded, and submit it to the safety coordinator.	Cleaning Technician	☐
5.12	**Restock the spill kit** Check the spill kit contents used during the response and restock it so it is ready for the next incident.	Site Supervisor	☐

6. Quality checks

- The affected area is disinfected for the full dwell time before being reopened.
- All contaminated materials are bagged as biohazard waste, not regular trash.
- PPE is removed in the correct order and hands are washed immediately after.
- An incident report is completed for every bodily fluid spill response.

7. Records

- Incident report form
- Spill kit restock log
- Bloodborne pathogen exposure control training records

8. KPIs

- Time from spill report to area being secured
- Percentage of incidents with a completed incident report
- Spill kit availability across sites
- Exposure incidents involving cleaning staff

9. Common mistakes

- Cleaning a spill without full PPE because it looks small.
- Picking up broken glass or sharps by hand instead of using tools from the kit.
- Disposing of contaminated material in regular trash instead of a biohazard bag.
- Skipping the incident report after handling a spill.

10. Revision history

Revision	Date	Description	Reviewed by

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1.0	September 15, 2026	Initial release	Alexa Uskova

Approval

Prepared by	Approved by	Date

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